

SELDEN ARCADE

Rental Rates & Information



City of Norfolk Special Events
Selden Arcade

208 E. Main Street • Norfolk, VA 23510 • (757) 664-6880 main • (757) 664-6810 fax
www.norfolk.gov/specialevents

Thank you for considering Selden Arcade for your special event! The perfect link between Norfolk's nightlife and a bustling financial district, Selden Arcade serves as an attractive gateway to the city. This recently renovated gem among a city of jewels is conveniently located in the heart of Downtown and near the attractive entertainment options of the city including an active theatre district, restaurants, museums and an arena. With 9,000 square feet of common space and soaring ceilings, the Selden Arcade is poised to serve as an elegant host to your special event.

RENTAL RATES & INFORMATION

The Special Events office oversees the rental and coordination of events at the Selden Arcade.

With its airy, open atmosphere, the Selden is the perfect spot for all types of gatherings. In addition to the main arcade, event planners will be interested in a smaller gathering area, the Community Room, for more intimate events or meetings.

Room	Rate	Set-Up Type	Capacity*
The Arcade	\$1600.00	Standing Reception	50-499
		Theatre	50-345
		Sit-down	50-240
The Community Room	\$125.00	Standing Reception	10-50
		Theatre	10-35
		Sit-down	10-25
		Classroom	10-30

*Capacity will be determined by other requested equipment (i.e. staging, dance area, auction tables, etc.)

**The Selden Arcade is used for art / gallery displays. It may be unavailable at times for private events depending on the exhibit schedule. Please inquire with our office for details.

The rental rate is for non-ticketed events and is based on an eight-hour rental period. (Use of the facility beyond this contracted period incurs an additional fee. Please ask our staff for details).

All rental rates include the following at no additional cost: an event coordinator/duty manager, event setup, a security guard and cleaning. Additional charges for other personnel will be determined according to event needs. Additional personnel may include, but is not limited to, Security staff/Door Guards, Police and/or Paramedics, and custodial staff beyond the eight-hour rental period.

The Selden is equipped with equipment to support your event including staging, tables, chairs, lecterns, public address system, etc.

PA System	\$75/day
VCR/TV	\$75/day
6' non-skirted tables	\$2.50/day
65" non-skirted round tables	\$2.50/day
Hi-top table	\$2.50/day
Pipe & Drape	\$3.00/ft
Dance Floor	\$200/day
4'x8' risers	\$8.00/day
Bar front	\$40.00/day

RESERVING YOUR DATE:

RENTAL APPLICATION & CONTRACT

Please complete the attached rental application form and return to the Special Events office. Upon receipt of the application and management approval, your date will be placed as a tentative hold. This hold becomes a firm contract when you make a deposit and sign a contract for the date.

Contracts and deposits not returned within two **(2) weeks** after issuance, as specified, may be cancelled. The Special Events office will notify the lessee that his contract is cancelled and reserves the right to book another event on the date. If the contract cannot be returned within **two (2) weeks** and the potential lessee needs additional time, and the date in question is to be held for the lessee for a longer period of time, the Special Events office must be notified in writing to this effect.

In order to hold a date or be issued a contract, the lessee must indicate the exact name of the activity involved. A substitution of activities for a date voids the hold and the contract and the Special Events office reserves the right to book another event on that date.

CONTESTED DATES

Tentative dates are held for **two (2) weeks** following issuance of the contract, after which time the Special Events office reserves the right to book another event on the date being held if the contract has not been returned. If another party makes a request for a tentative date being held, they will be given a second hold. If they are ready to sign a contract and make a deposit, the first party making the original request will be notified and given **48 hours** to make a deposit and sign a contract for the date.

FINANCIAL SETTLEMENT

An estimate reflecting the costs of any needed personnel and equipment will be generated for your review after your walk-through with your Event Coordinator. Payment of this estimate will be due at least 10 business days in advance of your event. A settlement will take place following your event in which the responsible party will be presented with available documented facility expenses to include, but not be limited to: rental balance, labor expenses, equipment rental, taxes, and catering expenses. Any overages will be refunded to the billed party within 3 days of settlement.

IMPORTANT INFORMATION FOR PLANNING YOUR EVENT:

When your event is confirmed, you will be assigned an event coordinator to work with you to coordinate the details of your event. One person from your organization authorized to make the arrangements should give event requirements to the designated Event Coordinator. This ensures the best mutual understanding of your requests and our ability to meet them.

INSURANCE

Event organizers are required to obtain an insurance the policy for their event and to show proof of such insurance at least 30 days prior to the event. This certificate of proof must be with an insurance company licensed to do business in the Commonwealth of Virginia and needs to show coverage in the amount of not less than **One Million and 00/100 (\$1,000,000.00)** Dollars for any one occurrence, and property damage insurance in the amount of not less than **Five Hundred Thousand and 00/100 (\$500,000.00)** Dollars.

Most importantly, the certificate needs to have the following information written in this exact language:

The City of Norfolk, its officers, employees, agents and representatives are additional insured under said liability and property damage insurance with respect to (YOUR EVENT NAME HERE).

DECORATOR/VENDOR SET-UP

The Arcade is open to the general public from 6:30 AM until 6:30 PM Monday through Saturday and Sunday from 11 AM until 6:00 PM. Because of this schedule, we do not permit decorators/vendors to set-up until the first day of the rental period. If you think you will require time for decorator or vendor set-up before the day of your event, you should consider renting the facility for an additional day (1/2 the event rate). You may wish to hire a security person this during these times to ensure that your set-up is not disturbed.

If your event requires banners, posters, or signs to be hung, your Event Coordinator will work with you to find the appropriate method of hanging these items. Affixing these items to painted, finished wood or glass surfaces posters by means of tape, tacks, staples, nails, mastic or anything that would mark the surface is not allowed. Additionally, banners tied to columns, railings, ceiling or any part of a building or structure must be pre-approved.

CATERING

The Selden works with an exclusive caterer's list. In order to be selected for this list, a caterer has undergone a thorough screening and evaluation. All events with food and beverage service must use one of our exclusive caterers. A list of approved caterers is attached.



EVENT RENTAL APPLICATION

DATE _____

CLIENT NAME _____

BILLING ADDRESS _____ CITY/STATE/ZIP _____

PHONE (_____) _____ ALTERNATE PHONE (_____) _____

EMAIL ADDRESS _____ FAX (_____) _____

TYPE of EVENT _____ DATE OF EVENT _____

EVENT HOURS _____ ESTIMATED ATTENDANCE _____

VENUE(S) TO BE USED _____

WILL THIS BE A TICKETED EVENT? YES _____ NO _____ CAN WE SUGGEST AN ALTERNATE DATE? YES _____ NO _____

IS THERE A COORDINATOR FOR THIS EVENT? YES _____ NO _____ (IF YES, PLEASE COMPLETE INFORMATION BELOW)

COORDINATOR CONTACT INFORMATION:

COORDINATOR NAME/COMPANY NAME _____

TELEPHONE (_____) _____ ALT. TELEPHONE (_____) _____

EMAIL ADDRESS _____ FAX (_____) _____

BRIEFLY DESCRIBE ANY PROPOSED ARTS COMPONENTS:

FINANCIAL REFERENCES:

BANK NAME _____ PHONE (_____) _____

ADDRESS _____ CITY/STATE/ZIP _____

ACCOUNT# _____ OFFICER IN CHARGE _____

I certify that all the information on this form is correct. I fully understand your credit terms and agree to the proper payment.

PAYMENT TERMS: A SERVICE CHARGE OF 1.5% WILL BE ADDED TO INVOICES NOT PAID IN 30 DAYS.

THE APPLICANT UNDERSTANDS THAT A CERTIFICATE OF INSURANCE AND DEPOSIT WILL NEED TO BE PROVIDED.

DATE _____

SIGNATURE OF APPLICANT _____

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Exclusive Caterers

Chesapeake Bay Catering Company

(Kosher)

1800 Greenbrier Parkway
Chesapeake, VA 23323
(757) 213-5021
joan@chesapeakebaycatering.com
www.chesapeakebaycatering.com

Creative Catering of Virginia

(Kosher)

1300 Redgate Avenue
Norfolk, VA 23507
(757) 499-2002
catering@creativecateringva.com
www.creativecateringva.com

East Beach Catering

1512 East Bayview Blvd.
Norfolk, VA 23503
(757) 480-3003
ebeachcatering@aol.com
www.eastbeachcateringandeventplanning.com

Fresh Events

833 Seahawk Circle
Virginia Beach, VA 23452
(757) 531-9432
www.farmfreshsupermarkets.com

Montero's Catering

414 N. McArthur St.
Elizabeth City, NC 27909
(252) 331-1067
eatatmonteros@gmail.com
www.monterosrestaurant.com

Omar's Carriage House

(Kosher)

313 W Butte St.
Norfolk, VA 23510
(757) 622-4990
omarscarriagehouse@verizon.net
www.omarscarriagehouse.com

Gourmet Gang

6000 Robin Hood Road
Norfolk, VA 23518
(757) 857-6100
events@gourmetgang.com
www.gourmetgang.com

Sweetwater Cuisine

4216 Virginia Beach Blvd.
Virginia Beach, VA 23452
(757) 403-7073
askus@sweetwatercuisine.com
www.sweetwatercuisine.com

Ovations

Jim Graziedi (General Manager)
210 E. Brambleton Ave
Norfolk, VA 23510
(757) 605-0208

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